UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE. FMF
UNIT 35601
FPO AP 96606-5601

ForO P3301.3A
3
12 NOV 1993

FORCE ORDER P3301.3A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE III MARINE
       EXPEDITIONARY FORCE (III MEF) CRISIS ACTION TEAM (CAT)
       (SHORT TITLE: III MEF CAT SOP)

Ref: (a) 5-02.4 Joint Operation Planning System Vol IV (Crisis
           Action Procedures)
       (b) AFSC Pub 1, The Joint Staff Officer's Guide

Encl: (1) LOCATOR SHEET

1. Purpose. To provide information for the organization and
functioning of the III MEF CAT per the references.

2. Cancellation. ForO P3301.3.

3. Summary of Revision. This revision contains a substantial
number of changes and should be completely reviewed.

4. Recommendation. Recommendations concerning the contents of
the III MEF CAT SOP are invited. Such recommendations will be
forwarded to the Commanding General, III MEF (G-3), via the
appropriate chain of command.

5. Certification. Reviewed and approved this date.

J. L. BRENNAN
Chief of Staff

DISTRIBUTION: LIST I/II

LOCATOR SHEET

Subj: <u>STANDING OPERATING PROCEDURES FOR THE III MARINE</u>
       <u>EXPEDITIONARY FORCE (III MEF) CRISIS ACTION TEAM (CAT)</u>
       <u>(SHORT TITLE: III MEF CAT SOP)</u>

Location: _____
              (Indicate location(s) of copy(ies) of this SOP.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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APPENDIX A

CRISIS REPORTING

1. <u>PURPOSE</u>. Crisis reporting, as it applies to Phase I of the Crisis Action System (CAS), is designed to:

   a. Provide timely, accurate, and, to the degree possible, assessed information to the JCS.

   b. Aid in the decision making process concerning the employment of U.S. Marine forces in a crisis situation in consideration of U.S. national interests.

2. <u>PROCEDURES</u>

   a. The procedures for initial crisis reporting are provided in JCS Pub 6, Volume II, Parts 2 and 3, and JOPES Vol IV (Crisis Action System).

   b. OPREP-3 reports provide for the immediate reporting of serious incidents/events by the cognizant commander of a unified or specified command and when appropriate, the Command Assessment. These reports establish the basis for crisis recognition and for the initiation of CAS procedures.

3. <u>SAMPLE REPORT</u>. Detailed instruction for crisis reports are provided in JCS Pub 6 and JOPES Vol IV.

4. <u>INFORMATION PROVIDED</u>. In the case of input to the Commander in Chief (CINC) Assessment, the report will include:

   a. Information on the current situation

   b. Action being taken within the constraints of the commander's current Rules of Engagement (ROE)

   c. Forces readily available

   d. The time for earliest force commitment

   e. Major constraints for the employment of forces

APPENDIX B

COURSE OF ACTION DEVELOPMENT

1. <u>PURPOSE</u>. The purpose of this appendix is to provide general guidance to facilitate the planning for deployment of forces.

2. <u>COURSE OF ACTION DEVELOPMENT</u>. The receipt of the JCS WARNING ORDER or the WARNING ORDER from the appropriate unified commander will initiate this phase.

   a. <u>Development of Recommended Course of Action</u>

       (1) Command Element III MEF will initiate planning to develop a course of action as directed.

       (2) General courses of action may be considered but only one will be recommended to the appropriate higher headquarters, or an order of priority will be established in the COMMANDER'S ESTIMATE.

       (3) Each course of action will be analyzed based upon one of the following conditions.

          (a) If an approved OPLAN is available, it may be expanded as required.

          (b) If an approved CONPLAN is published, it may be expanded as required.

          (c) If no plan is available, the Command Element, III MEF will develop the basic portions of a plan.

          (d) Modern Aids to Planning Program (MAPP) capabilities will be made available as appropriate to support course of action development.

   b. <u>Force/Unit Preparation and Reporting</u>. Subordinate or supporting commanders may be required to place their units in an alert/deployability posture appropriate to their priority for deployment.

APPENDIX C

MESSAGE CONTROL AND DISTRIBUTION

1. PURPOSE. Message traffic is the primary method used by the CAT to keep informed of the current situation and to alert subordinate units. This appendix establishes the requirements for message traffic control and distribution.

2. RESPONSIBILITIES. Properly cleared Watch Chiefs/Watch NCOs will, under the direction of the Watch Commander:

    a. Maintain accountability of all message traffic directed to the CAT/CAC.

    b. Insure that incoming CAC message traffic is picked up from the message center on a timely basis and delivered to the Watch Chief and appropriate watch section(s).

    c. Insure that all outgoing message traffic is properly prepared and delivered to the message center for transmission.

    d. Maintain the CAT/CAC central, master message file/library by journal number. Messages will not be removed from the master message file.

    e. Insure that all watch section message journals are maintained per the central, master message file/library, by journal number. All message files within the CAC must be maintained in an identical manner.

    f. Route messages, subject to the watch commander's guidance, to watch sections for action.

3. DISTRIBUTION

    a. Unclassified, Confidential, US Secret, and National Armed Treaty Organization (NATO) Secret messages: The message center will provide five copies to the CAT/CAC for distribution as follows.

        (1) One to CAC Central Message File/Library

        (2) One to the Watch Director's Journal

        (3) One to the Watch "Read Board"

        (4) Two for action section(s)

    b. Top Secret, COSMIC (NATO Top Secret), and/or ATOMAL (message traffic dealing with nuclear weapons) messages. The

message center will provide one copy of these messages to an authorized CAT messenger. These messages will remain in the Top Secret, COSMIC, and/or ATOMAL sections of the III MEF Classified Material Control Center and require careful handling and accountability in accordance with security regulations.

(1) Upon receipt of a Top Secret, COSMIC or ATOMAL message, the appropriately cleared Team Chief/Watch NCO will log it into his file system and immediately notify the watch commander that a message of this specific classification has arrived.

(2) The Watch Commander will provide file access to those individuals having a need to know and who are on the G-2 access list for messages of their classification.

(3) Ensure that a notation is entered in the Watch Officer's Journal and the Watch Readboard that a message of this specific classification has been received and that it is locked in the central, master message file/library.

CHAPTER 1

THE CRISIS ACTION TEAM

CHAPTER 1

THE CRISIS ACTION TEAM

1000. PURPOSE. The purpose of the Crisis Action Team (CAT) is to provide the Commanding General the ability to monitor a potential crisis, actual crisis or Crisis Action System (CAS) exercise. This chapter describes the organization responsibilities, functions and duties of the groups that form the Crisis Action Team.

1001. GENERAL. Notification of a potential or actual crisis initiates the procedures for activation and recall of the III MEF CAT. The CAT is composed of the Battle Staff, the Operations Group, the Planning Group and the Intelligence Group. Each group is assigned distinct responsibilities to effectively conduct planning and/or execute established plans (figure 1-1).

1002. THE BATTLE STAFF. The Battle Staff is the executive committee of the MEF which provides command guidance for CAT operations. It is composed of the Commanding General, the Chief of Staff, Assistant Chiefs of Staff and representatives of the Special Staff Sections as required. The Battle Staff will normally meet in the III MEF Conference Room.

1003. THE OPERATIONS GROUP

1. Concept. The Operations Group is normally composed of representatives from the G-1, G-2, G-3, G-4, and G-6 sections as required (figure 1-2). It may be augmented by representatives from the Special Staff Sections as required and under some circumstances by representatives of subordinate commands. The Operations Group is directed by the Assistant Chief of Staff (AC/S), G-3, assembled at the direction of the Commanding General and reports to the Battle Staff. It is the focal point for all action relating to the crisis. It operates on a 24 hour basis, is normally comprised of two watch sections and is chaired by a representative of G-3 Operations. The Sensitive Compartmented Information Facility (SCIF) will be available to support the Operations Group, on a 24 hour basis upon the direction of the G-2. Each staff section will provide one administrative clerk to support the Operations Group watch section. Operations Group members will not be assigned conflicting duties.

2. Responsibility. The Operations Group is tasked with
monitoring current operations, providing immediate near-term
operational planning, and implementing/executing options per
Battle Staff guidance and decisions.

3. Functions. The Operations Group will:

    a. Maintain a ready cell of experienced personnel to satisfy
the billets identified in figure 1-2.

    b. Coordinate with designated representatives on the
activities of the Intelligence, Planning, and Logistics Groups.

    c. Develop options regarding near term activity for Battle
Staff decisions.

    d. Implement Battle Staff decisions.

    e. Develop and refine the deployment data base.

4. Duties

    a. Monitor current crisis activity.

    b. Prepare the daily Situation Report (SITREP) and keep the
Battle Staff informed of all critical developments.

1004. THE PLANNING GROUP

1. Concept. The Planning Group is tasked with assisting in the
preparation of various orders and estimates. The Planning Group
is responsible for mid and long-term planning per Operations Group
tasking. It provides CAS planning to the CAT during an ongoing
crisis and provides the planning element for employment of III MEF
forces. The Planning Group is guided by the Battle Staff. The
Director of the Planning Group will be the AC/S, G-5. The
composition will vary depending on the situation. Planning Group
members will neither be involved in day-to-day CAT activities nor
be assigned conflicting duties during the crisis or simulated
crisis (exercise) situation.

2. Manning. The Planning Group is manned by personnel from the
G-1, G-2, G-3, G-4, G-5, and G-6 Sections. The planning group may
be augmented by representatives from major subordinate commands as
necessary.

3. Responsibilities. The AC/S, G-5 is responsible for organizing
and supervising the Planning Group per the goals, objectives, and

policies established by the Commanding General, III MEF for the specific crisis. He will use all available information and assets to develop the mid and long-term combat plans for Battle Staff review and decision. The Planning Group will be convened, as directed by the Battle Staff, to formulate the necessary planning messages, operational concepts, and plans to best accomplish the guidance of the Battle Staff. It will maintain continuous and close liaison with the Operations Group.

4. **Functions**. The Planning Group will:

    a. Assess adequacy of current plans and modify or develop new plans as required to execute Battle Staff guidance.

    b. Coordinate developing plans and operational concept with higher headquarters and subordinate commands.

    c. Prepare, as required, briefs on proposed plans and options related to the crisis/conflict and the allocation of military forces.

    d. Submit staff-coordinated recommendations and plans to the Operations Group for review prior to being presented to the Battle Staff for approval. The implementation of plans generated by the Planning Group and approved by the Battle Staff shall be the responsibility of the Operations Group.

    e. Provide supporting Operational Plans (OPLANs)/Operational Orders (OPORDs) to the Operations Group as required.

5. **Duties**

    a. Monitor current operations.

    b. Develop recommendations for the deployment and employment of forces.

    c. Prepare primary and alternate plans and options.

    d. Provide input to the Operations Group for the preparation of the Execute Order.

    e. Develop, brief and publish:

        (1) The Commander's Assessment

        (2) The Commander's Estimate

(3) The concept of operations

(4) The OPLAN

1005. INTELLIGENCE GROUP

1. Concept. The Intelligence Group is normally composed of representatives from the Marine Air Ground Task Force (MAGTF) All-Source Fusion Center (MAFC), Staff Counterintelligence, Intelligence Operations and Signal Intelligence Office sections. The Intelligence Group, under the direction of the AC/S, G-2 will provide the CAT a complete and objective view of the current crisis situation.

2. Responsibility. The Intelligence Group is tasked with monitoring the crisis situation, providing an evaluation on the potential adversary's situation, objectives, intentions, and capabilities with respect to friendly/hostile intentions and capabilities. The Intelligence Group will formulate the necessary planning messages, and appropriate intelligence estimates to support operational planning. It will maintain continuous and close liaison with the Operations Group.

3. Functions

    a. Provide the Operations Group a complete and objective view of the current crisis situation.

    b. Provide intelligence information needed in developing, planning and executing operations.

    c. Plan and execute intelligence operations needed to support the CAT Team.

    d. Provide an understanding of the potential adversary's command and control and intelligence systems so deception and denial measures can be established.

    e. Prepare appropriate intelligence estimates to support operational planning.

4. Duties

    a. Provide Mapping, Charting and Geodesy (MC&G) support as required.

    b. Provide intelligence input/support for selected course(s) of action.

    c.   Coordinate the development of Essential Elements of Information (EEIs) and Other Intelligence Requirements (OIRs) to support operations.

    d.   Provide input to the Planning Group for the preparation of:

        (1) The Commander's Assessment

        (2) The Commander's Estimate
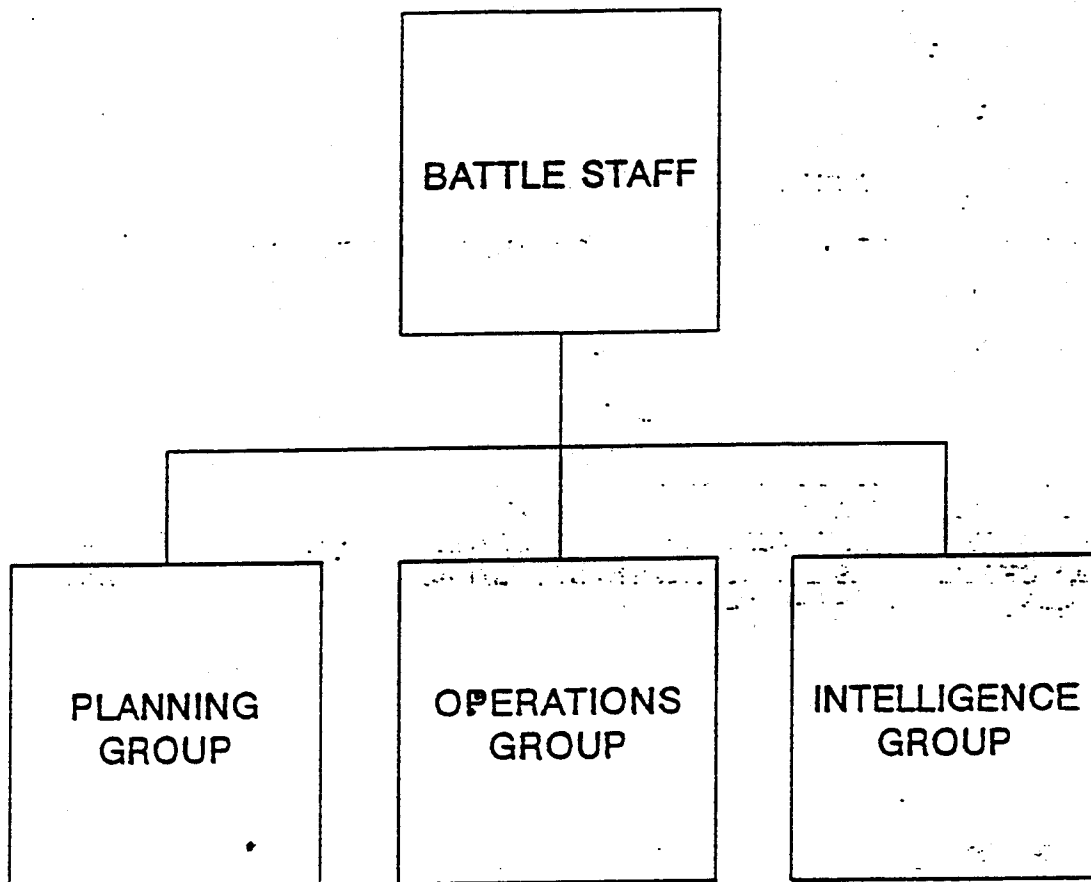
        (3) The OPLAN

        (4) The Execute Order

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                    │  BATTLE STAFF   │
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│               │   │               │   │               │
│   PLANNING    │   │  OPERATIONS   │   │ INTELLIGENCE  │
│    GROUP      │   │    GROUP      │   │    GROUP      │
│               │   │               │   │               │
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Figure 1-1.--CAT Organization.

III MEF CAT SOP

BILLET/FUNCTIONAL AREA	RANK	TEAM-1 (0800-2000)	TEAM-2 (2000-0800)
WATCH COMMANDER (OPERATIONS) *	COL/LTCOL	G-3 OPS	G-3 OPS
WATCH OFFICER (PERSONNEL) *	COL/CAPT	G-1	G-1
WATCH OFFICER (INTELLIGENCE) *	LTCOL/CAPT	G-2	G-2
WATCH OFFICER (OPERATIONS) *	LTCOL/MAJ	G-3	G-3
WATCH OFFICER (LOGISTICS)	LTCOL/MAJ	G-4	G-4
SITREP OFFICER (OPERATIONS)	MAJ/CAPT	G-3	G-3
WATCH CHIEF (OPERATIONS) *	MSGT/GYSGT	G-3	G-3
WATCH NCO (OPERATIONS)	SGT/LCPL	G-3	G-3
WATCH NCO (ADMIN SUPPORT)	SGT/LCPL	ANY	ANY
WWMCCS OPERATOR (ADMIN SUPPORT) *	SGT/CPL	G-5	G-5
RADIO SUPERVISOR	SGT/CPL	7TH COMMBN	7TH COMMBN
RADIO OPERATOR (HF)	SGT/LCPL	7TH COMMBN	7TH COMMBN
RADIO OPERATOR (SATCOM/HF)	SGT/LCPL	7TH COMMBN	7TH COMMBN
ADMINISTRATIVE CLERKS (6 TOTAL)	SGT/PFC	AS DIRECTED PER SECTION	AS DIRECTED PER SECTION

ON CALL MEMBERSHIP

WATCH OFFICER (PUBLIC AFFAIRS)	MAJ/LT	PAO	PAO
WATCH OFFICER (LEGAL)	COL/MAJ	JAG	JAG
WATCH OFFICER (COMMUNICATIONS) *	LTCOL/MAJ	G-6	G-6
LIAISON OFFICER (AS APPROPRIATE)	LTCOL/MAJ	ANY	ANY

* Top Secret Clearance Required

Figure 1-2.--Operations Group Composition Sections.

CHAPTER 2

CRISIS ACTION TEAM PROCEDURES

CHAPTER 2

CRISIS ACTION TEAM PROCEDURES

2000. **PURPOSE**. This chapter delineates procedures for the notification of the Assistant Chiefs of Staff, Special Staff Officers, CAT members, the manning of the Crisis Action Center (CAC), and the general operations of the CAC.

2001. **GENERAL**. Initially, the minimum number of key personnel will be notified by recall to conduct planning for potential response/operations to a significant event/crisis or exercise.

2002. **RESPONSIBILITIES**

1. The AC/S, G-3, is responsible for the overall conduct of the CAT, less the Battle Staff. He will act as the chief advisor to the Battle Staff and ensure the smooth operation and function of the Operations Group. For scheduled exercises, he will establish personnel requirements in advance of activating to permit a smooth transition into the exercise and fullest practical participation.

2. Assistant Chiefs of Staff and Special Staff Officers will establish and maintain recall procedures to ensure availability and notification of personnel required to man the CAT and will provide manning for the CAT as directed by either the Chief of Staff (C/S) or the AC/S, G-3. CAT manning may encompass around-the-clock operations for extended periods of time, with augmentation to include administration support.

3. The G-3 Operations Officer will recommend the size and composition of the Operations Group to the C/S or the AC/S, G-3 as required.

4. Force Order 5531.1 requires each Staff Section to submit to the G-3 a monthly recall roster. To preclude putting out another roster, each section will add a notation to the recall roster which identifies CAT assignments that meet the billet cell requirements promulgated in figure 1-2 of this SOP. Notation should be "CAT" and "ALT CAT" for each Marine assigned.

5. Personnel notified of CAT activation and directed to report for duty will do so without delay. Upon CAT activation, on call personnel will be required to remain at their residence for immediate recall during off-duty hours and remain at their place of work during duty hours.

2003. PROCEDURES FOR NOTIFICATION

1. General. III MEF can receive notification of an actual
crisis or higher headquarters directed Crisis Action System (CAS)
exercise through any number of means. Regardless of the means
utilized, the information must be made available to and evaluated
by the AC/S, G-3, AC/S, G-2, AC/S, G-5, and C/S in the most
expedient manner. Normally the AC/S, G-3 will advise the C/S of
the crisis/potential crisis/exercise situation and recommend that
a response cell or partially/fully manned CAT be activated. The
C/S will advise the Commanding General of the situation and make
appropriate recommendations for activation/non-activation of the
CAT. Once the decision is made to activate a full or partial
CAT, those members assigned to the CAT and all Assistant Chiefs
of Staff and Special Staff Officers will be notified immediately.
3d Surveillance Reconnaissance Intelligence Group (SRIG) will be
tasked to provide CAC communications equipment (High Frequency
(HF) and Satellite Communciations (SATCOM)) and personnel support
to the III MEF CAC. Subordinate and senior commands will be
notified by message once the CAT is operational.

2. Duty Hours. During duty hours the CAT, or portions thereof,
will be formed upon the direction of the AC/S, G-3 after
coordination with the C/S for approval. The Operations Officer
will form the Operations Group and ensure that all appropriate
Chiefs of Staff and Special Staff Officers are notified, all
within one hour of notification. Additionally, he will notify,
both telephonically and by message, appropriate higher
headquarters and MSCs of the III MEF CAT activation. World Wide
Military Command and Control System (WWMCCS) teleconferencing is
the preferred alternative notification means to the telephone.

3. Non-Duty Hours. Should notification of a crisis, potential
crisis, or CAS exercise reach this headquarters during non-duty
hours, the Command Duty Officer (CDO) will immediately notify the
C/S telephonically of the unclassified portions of the situation.
Should the C/S be unavailable, the CDO will relay the information
to the AC/S, G-3 or G-3 Operations Officer. The C/S, AC/S, G-3,
or G-3 Operations Officer will advise the CG. If activation of
the CAT takes place, team members will be directed to report for
duty and subordinate command duty officer notified of intended
III MEF CAT activation. Use of the Far East Network (FEN)
is an option for notification if telephone notification proves
ineffective. Normally the AC/S, G-3 or the G-3 Operations
Officer will provide the other Assistant Chiefs of Staffs and
Special Staff members arriving at the headquarters with any
updated information. The Operations Group members will arrive at
the headquarters within one hour after notification. The
Operations Group will be operational within two hours of
notification.

2004. CAT MANNING

1.   The AC/S, G-3 will be responsible for coordinating operations or exercises.

2.   When the CAC is manned on a 24-hour basis, a minimum of two Operations Group watch teams will be formed. The composition of the complete group is found in figure 2-2. CAT members will report 30 minutes prior to their shift to ensure continuity of operation. The duty hours for the Operations Group will normally be:

    a.   WATCH TEAM 1   0800-2000

    b.   WATCH TEAM 2   2000-0800

For situations requiring extended operations, defined as more than two weeks, three teams (12-hour shifts) may be designated to provide periodic relief for each team.

3.   To ensure continuity after the CAT has been established, staff sections should not change members.

4.   Initial activation of the CAT may require the response of all personnel assigned. Manning may be reduced depending on the situation and workload. The AC/S, G-3 will determine manning levels required for the CAT.

5.   Personnel in an on-call status will be present for the daily update/turnover briefings at a minimum.

6.   Personnel identified by an asterisk (*) in figure 1-2 in the Operations Group will require a Top Secret clearance/Sensitive Compartmented Information (SCI) access.

7.   The CAC is located in the III MEF Command Center on the second deck of Building 4225, Camp Courtney.

2005. INFORMATION FLOW. Communications among all participants in the CAT is essential. Continuous and timely information must flow to and from the Battle Staff. Staff briefings will be given twice per day or as required.

2006. CAT OPERATIONS. Although each crisis situation/scenario is different and requires unique action and staffing, certain CAT procedures and responsibilities can be outlined to assist team members. The following is a generic checklist.

Checklist - action required/cognizant section:

a.   Send out a CAT activation message.   (G-3) (See figure 2-1.)

b.   Prepare message journals for key personnel and have watch officer prepare journals, establish suspense logs, telephone conversation log, and outgoing message suspense logs, etc.   (G-3)

c.   Coordinate communication support required for the CAT. (G-6)

d.   Establish briefing requirements/times.   (C/S)

e.   Ensure necessary OPLANs/Contingency Plans, Standing Operation Procedures, Technical/Field manuals, and telephone directories are available. (G-5 and G-3 assistance)

f.   Conduct situation update briefing for the CAT.

(1) Situation   (G-3 with G-2 assistance)

(2) Intelligence   (G-2)

(3) Communications   (G-6)

(4) Logistics   (G-4)

(5) Immediate Actions Required   (G-3)

g.   Assemble maps, post significant events board, and set clocks to appropriate geographic area.   (G-3)

h.   Establish WIN Teleconferencing network with key players and subordinates and ensure sufficient operators are available. (G-5)

i.   Establish required planning group actions.   (G-5)   -

j.   Send out a message to deactivate the CAT.   (G-3) (See figure 2-2.)

2007.   <u>WATCH PERSONNEL</u>

1.   <u>Watch Commanders</u>.   These officers are the senior members of each watch.   Normally the Watch Commanders for crisis situations will be provided by G-3 Operations.   Included in their responsibilities are the following.

a.   Training and supervision of the Watch Teams.

b. Maintenance of Operational Security (OPSEC) and physical security.

c. Review, control, and distribution of incoming messages.

d. Review and release of outgoing messages.

e. Maintenance of the Watch Commander's Journal.

f. Plan and control/conduct turnover, special staff, and Battle Staff briefings as appropriate.

g. Request staff augmentation as appropriate.

h. Determine requirements for liaison officers.

i. Supervision of III MEF's participation in WIN tele-conferences.

2. Watch Officers. These officers will represent their respective sections during each watch. The senior Watch Officer is always the G-3 representative and will function as the second-in-command to the Watch Commander. In addition to their normal duties as representatives of their sections, Watch Officers will have the following specific duties.

a. Assist the Watch Commander as directed.

b. Keep the Watch Commander informed/briefed on all issues that impact on III MEF's capability to support/respond to a crisis.

c. Brief oncoming watch officers, other staff officers, and the Battle Staff as required.

d. Supervise subordinates from their respective sections assigned to watch, ensuring continuity of section representation at all times.

e. Maintain accountability of all relevant messages/documents.

f. Review and take appropriate action an all messages routed to their watch section by the Watch Commander.

g. Maintain a Functional Area Checklist.

h. Prepare outgoing messages for release by the Watch Commander.

3. <u>Liaison Officer(s)</u>. One or more liaison officers may be assigned to the Watch Team. Generally, they will coordinate activities between the Watch Team (representing III MEF) and adjacent, higher, or subordinate headquarters.

4. <u>Watch Chief</u>. Watch Chiefs are the senior enlisted Marines of the Watch Team. In maintaining proper functioning of the CAC, they will:

     a. Assist the Watch Commander in maintaining a Watch Journal.

     b. Supervise enlisted personnel assigned to the Watch Team.

     c. Ensure the CAC is clean and well maintained.

     d. Ensure that classified material is controlled or disposed of properly.

     e. Assist the Watch Commander in preparing the daily brief.

     f. Maintain, post and update CAC duty rosters and arrange for the relief of enlisted duty personnel.

     g. Ensure the CAC has sufficient administrative supplies.

     h. Collect all material to be retained for after-action reports and submit it to the AC/S, G-3 via his respective Watch Commander for review at the conclusion of the crisis/exercise.

5. <u>Watch NCOs</u>. Watch NCOs will report to their respective Watch Officers and will assist them in Watch Team duties. Watch NCOs may stand watch as their respective section's Watch Officer at the direction of the Watch Commander. Watch NCOs will have the following specific responsibilities.

     a. Assist their respective Watch Officer in maintaining the watch within their section and, in the absence of their respective Watch officer, assume their duties.

     b. Be present during the turnover brief.

     c. Carry out those duties and responsibilities assigned to them by their respective Watch Officer or, in their absence, those assigned by the Watch Commander.

6. Clerk/Typists. A clerk/typist will be provided by the G-1, G-2, G-3 and G-4 sections. They will report to the Watch Chief for assignment. A minimum of two clerk/typists will be available to each Watch Section. The AC/S, G-5 will ensure that qualified personnel are available to man the WWMCCS.

2008. COMMUNICATION. AC/S, G-6 will coordinate communication requirements. Upon activation of the CAT, 3d SRIG will be tasked to install, operate, and maintain the Low Frequency (LF) Command Net (UHF SATCOM) with an HF back-up. Frequencies for these nets will be published as required.

PTTUZYUW   -CLAS--

ANR UUUU

P P DDHHMMZ MMM YY

FM CG III MEF

TO COMSEVENTHFLT

CG FIRST MAW

CG THIRD FSSG

CG THIRD MARDIV

CG FIRST MEB

THREE ONE MEU (SOC)

THIRD SRI GROUP

INFO CMC WASHINGTON DC

CG COMMARFORPAC

CTF SEVEN SIX

BT

CLASSIFICATION   //NO3000//

MSGID/GENADMIN/-//

SUBJ/CG III MEF CRISIS ACTION CENTER (CAC) ACTIVATION FOR
/(SUBJECT CRISIS/EXERCISE) (U)//

RMKS/1. ( ) CG III MEF HAS FORMED A CRISIS ACTION TEAM EFFECTIVE

(DTG) UNDER THE DIRECTION OF THE AC/S G-3. IT WILL BE MANNED ON

A 24 HOUR BASIS.

2. ( ) UNTIL FURTHER NOTICE, ALL TELEPHONE CALLS PERTAINING TO

THE CAC SHOULD BE PLACED TO THE FOLLOWING NUMBERS:

        DSN 622-7709 OR 622-7571

Figure 2-1.--Format For CAT Activation Message.

3.   ( ) THE WIN TELECONFERENCE PID_____ HAS BEEN ESTABLISHED

ON THE USCINCPAC HOST FOR THIS CONTINGENCY.//

DECL/DATE//

BT

#

NNNN

Figure 2-1.--Format Of CAT Activation Message--
Continued.

PTTUZYUW   -CLAS--

ANR UUUU

P P DDHHMMZ MMM YY

FM CG III MEF

TO COMSEVENTHFLT

CG FIRST MAW

CG THIRD FSSG

CG THIRD MARDIV

CG FIRST MEB

THREE ONE MEU (SOC)

THIRD SRI GROUP

INFO CMC WASHINGTON DC

COMMARFORPAC

CTF SEVEN SIX

BT

CLASSIFICATION //NO3000//

MSGID/GENADMIN/-//

SUBJ/CG III MEF CRISIS ACTION CENTER (CAC) DEACTIVATION FOR

/(SUBJECT CRISIS/EXERCISE) (U)//

RMKS/1. CG III MEF HAS DEACTIVATED THE (SUBJECT

CRISIS/EXERCISE) CRISIS ACTION TEAM EFFECTIVE (DTG).

2. ALL TELEPHONE CALLS PERTAINING TO THE CAC AND AFTER

ACTION REVIEW SHOULD BE PLACED TO THE FOLLOWING NUMBERS:

DSN 622-7709 OR 622-7571

Figure 2-2.--Format For CAT Deactivation Message.

3. ( ) THE WIN TELECONFERENCE PID_____ WILL BE DISESTABLISHED ON

____(DTG)____ ON THE USCINCPAC HOST FOR THIS CONTINGENCY.//

DECL/DATE//

BT

#

NNNN

Figure 2-2.--Format for CAT Deactivation Message--
Continued.

CHAPTER 3

ADMINISTRATIVE TASKS FOR THE ACTIVATION OF THE CRISIS ACTION
TEAM/CRISIS ACTION CENTER

III MEF CAT SOP

CHAPTER 3

ADMINISTRATIVE TASKS FOR THE ACTIVATION OF THE CRISIS ACTION
TEAM/CRISIS ACTION CENTER

3000. <u>PURPOSE</u>. To establish required administrative tasks for
the activation of the CAT.

3001. <u>GENERAL</u>. Multiple tasks must be undertaken simultaneously
to ensure the timely activation of the CAT/CAC. Under the time
constraints allowed for activation of the CAT/CAC in this SOP,
these tasks must be pre-planned and implemented verbally. The
prestaging of supplies and materials is mandatory.

3002. <u>RESPONSIBILITIES.</u> Under the direction of C/S, the AC/S,
G-3 has responsibility for the activation of the CAT/CAC. If the
situation warrants, he will activate the CAT/CAC with those
personnel assets immediately available. Priority of personnel
are those required to:

1. Establish communication links.

2. Provide essential equipment and supplies.

3003. <u>MINIMUM REQUIREMENTS</u>. The AC/S, G-3 will maintain the
following resources, checklists, and support for the activation
of the CAT.

1. A list of CAT members containing:

    a. Name, Grade, Social Security Number, Military
Occupational Specialty

    b. Current clearances

    c. Watch title

2. Adequate supplies are essential and should be staged in the
Command Center for immediate access. During the first week of
each quarter these supplies will be inventoried. The G-3
Operations Chief is responsible for procuring, staging, and
maintaining supplies for the CAT.

3. The necessary charts, movement tables, maps, etc., for
display and use by the CAT will be made available by the AC/S,
G-3, with assistance from the AC/S, G-1, G-2, G-4, and G-6 as
required.

4. Additional support which may be required, such as reproduction and classified waste disposal, will be identified.

5. Availability of OPLANS, Contingency Plans (CONPLANS), World Wide Marine Command and Control System (WWMCCS) Terminal user reference guides, and other such relevant documents that may be required by the CAT will be identified.

6. Graphics support, as required.

7. Operational communications links, to include local phone systems, secure phone systems, and WWMCCS terminal links. To assist the AC/S, G-3 in this regard the AC/S, G-6 will:

    a. Ensure all communications equipment is operational.

    b. Ensure timely repairs are made to communication systems that are not fully operational.

    c. Inform the C/S and the AC/S, G-3 of any malfunction in the CAC communication system, the steps being taken to correct the malfunction, and anticipated correction date.

8. After the completion of CAT operations, the AC/S, G-3 shall ensure that:

    a. All plans and documents are returned to their proper files.

    b. All classified materials are returned to the appropriate staff section or Classified Material Control Center and/or are destroyed per current regulations.

    c. The CAC is returned to a state of readiness for future operations.

    d. Project officers prepare after action reports and reviews for future CAT operations.

    e. Recommended changes to these procedures are specified in the after action review.